

City of Newport Beach Police Lieutenant Promotional

Candidate Orientation
2018

Police Lieutenant Requirements

Education	Graduation from an accredited or approved US high school or equivalent and a minimum of 60 college units from an accredited college or university. College coursework in criminal justice, police science, public administration or related field is desirable.
Training & Experience	Two years experience as a Police Sergeant with the Newport Beach Police Department and currently employed with the City of Newport Beach Police Department.
License & Certificates	Possession of P.O.S.T. Supervisory Certificate. Possession of a valid California Driver's License.

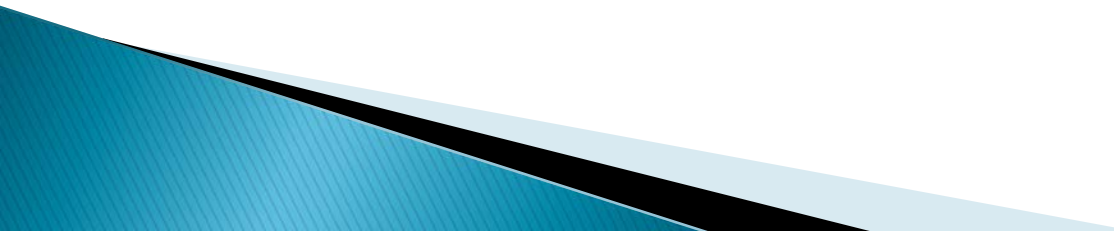
Reference Materials

- ▶ California Peace Officers Legal Sourcebook (through revision packet #192, January 15, 2018).
- ▶ Newport Beach Police Department Policy Manual. Lexipol, LLC (August 9, 2017).
- ▶ City of Newport Beach Employee Policy Manual.
- ▶ City of Newport Beach Municipal Code.
<http://www.newportbeachca.gov/government/open-government/city-charter-and-municipal-code>

Promotional Exam

Assessment of Promotability	25%	March 1–14, 2018
Oral Interview	25%	March 21 & 22, 2018 Newport Beach City Hall
Written Exercise/Presentation & Practical Examination	50%	March 21 & 22, 2018 Newport Beach City Hall

Assessment of Promotability

- ▶ Leadership Skills
 - ▶ Personnel Management Skills
 - ▶ Interpersonal Skills
 - ▶ Problem Solving
 - ▶ Command and Control Skills
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Assessment of Promotability Rating Scale

- ▶ Ratings will be limited to the most recent five-year time period.
- ▶ The scores recorded by each Rater will be combined for each of the five categories and then averaged.

<u>Rating Scale</u>	
Outstanding	100, 95 or 90
Highly Recommended	85 or 80
Recommended	75 or 70
Not Recommended	60

Oral Interview

An oral interview panel with three law enforcement personnel from other agencies will be convened.

Be prepared to present a five (5) minute oral resume highlighting your experience and training.

Bring 4 hard copies of your resume for the panel (no folders please).

*Must pass oral interview with score of 70% or better in order to attain list eligibility. Candidates will be invited to one day only, not both.

Practical Examination

Written Exercise/Presentation

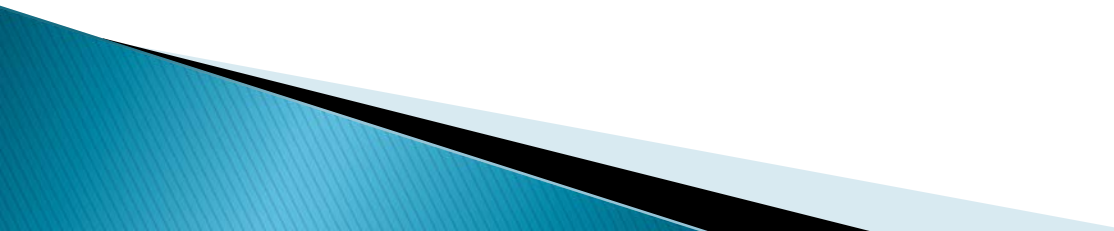
This exam process will include multiple assessments such as role play exercises, oral presentations, and direct questions; all designed to simulate the essential work functions of a Police Lieutenant in the Newport Beach Police Department.

*Candidates must pass with an overall combined score from both elements of 70% or better in order to attain list eligibility. Candidates will be invited to one day only, not both.

Rating Scale

<u>Rating Scale</u>	
Outstanding	100, 95 or 90
Highly Recommended	85 or 80
Recommended	75 or 70
Not Recommended	60

Preparing for the exam

- ▶ Plan to arrive a few minutes early for the test.
 - ▶ Read resource materials and instructions carefully.
 - ▶ *Verbalize your actions.*
 - ▶ Your responses should be as if you are already in the rank of Lieutenant.
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Selection Procedure

At the conclusion of the testing process, successful candidates will be placed on the eligibility list and must submit a resume and completed Promotional Background Form (available at the Police Department) to the Office of the Chief of Police no later than one week after the list is approved. The Chief intends to exercise the “rule of three” in any selections made. Candidates will be notified of their exam results no later than March 27, 2018.

Test Review

Candidates may request a test review with Human Resources.

Requests must be made within seven days after notification of the test results.

Send your request via email to Sarah Rodriguez, Senior Human Resources Analyst.

Good Luck!

